

Retention and Classification Report

Agency: Davis County (Utah). County Attorney (2641)

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Records Officer Yvonne Christensen

20756	Children's justice center database
26720	Declined case files
17430	Felony criminal case files
26249	Intake forms
26179	Victim of Crime Assistance grant files

AGENCY: Davis County (Utah). County Attorney

SERIES: 20756

3

TITLE: Children's justice center database

DATES: 1997-

ARRANGEMENT: Alphabetical by victim's and alleged perpetrator's names, thereunder chronological

DESCRIPTION:

This database was created to monitor the investigative and prosecutorial processes for child sexual abuse cases in Davis County. It helps to guarantee that juvenile victims receive adequate services to deal with the trauma and to identify any delays or other inadequacies in the legal processes. It is also used to provide statistics on sexual abuse incidents in Davis County. This database is created from police records, court records, and family service records. It includes the names of alleged victims and perpetrators of child sexual abuse cases, demographic data on both the alleged victims and perpetrators, outcome data on both the treatment of the victims, and suspect(s)(charges filed, pleas entered, jury verdicts, and sentencing). The database is backed up weekly to tape using Cheyenne Arc Serve Version 6.0 for Windows NT. Only statistical reports are printed.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

AGENCY: Davis County (Utah). County Attorney

SERIES: 20756

TITLE: Children's justice center database

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs expressed by the department and the legal requirements specified in UCA 67-5b-102 (1999).

PRIMARY CLASSIFICATION:

Protected UCA 62A-4a-412 (2008)

SECONDARY CLASSIFICATION(S):

Public. statistical data

AGENCY: Davis County (Utah). County Attorney

SERIES: 26720

3

TITLE: Declined case files

DATES: 1970-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These records are submitted to the county attorney's office to be screened and evaluated for possible criminal charges. Files in this series were evaluated and declined for possible charges. Information includes the name, address, phone number, charges, police reports and criminal histories of the individuals suspected of criminal activity.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 30.

AUTHORIZED: 03/18/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

Administrative Legal

AGENCY: Davis County (Utah). County Attorney

SERIES: 26720

TITLE: Declined case files

(continued)

PRIMARY CLASSIFICATION:

Protected 63G-2-305(18)

AGENCY: Davis County (Utah). County Attorney

SERIES: 17430

3

TITLE: Felony criminal case files

DATES: 1960-

ARRANGEMENT: Chronological, by the court case number.

DESCRIPTION:

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 12, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after after case is closed and then destroy.

Computer data files: Retain in Office for 10 years after case is closed and then delete.

AGENCY: Davis County (Utah). County Attorney

SERIES: 17430

TITLE: Felony criminal case files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected

AGENCY: Davis County (Utah). County Attorney

SERIES: 26249

1

TITLE: Intake forms

DATES: 1987-

ARRANGEMENT: Chronological by month and thereunder alphabetical by surname.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Intake forms are created to identify and track victims who have petitioned for protective orders or stalking injunctions. The forms are primarily used to make contact with these victims if there is something about the protective order, court date, or other pertinent information which they need to know. Intake forms include the victim's name, address, telephone number, age, date of birth, race, and gender. They could also include the same information about children residing in the home of the petitioner. Intake forms also include information about offenders.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

Intake forms document court restrictions against offenders on behalf of victims.

AGENCY: Davis County (Utah). County Attorney

SERIES: 26249

TITLE: Intake forms

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(10)

AGENCY: Davis County (Utah). County Attorney

SERIES: 26179

3

TITLE: Victim of Crime Assistance grant files

DATES: 1989-

ARRANGEMENT: Chronologically.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The Crime Victims Assistance Act authorizes grant money for the victims of crimes. Davis County Sheriff's Department provides oversight for these grant moneys. Crime Victims Assistance files include applications for grant funds, quarterly and annual reports, expenditure accounts and goal evaluations. These files provide statistical information on those served, and include names, addresses, and salaries of advocates and attorneys funded. The files relate to grant money requested by both Second District Court Davis County and Second District Juvenile Court.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after grant has expired and then destroy.

AGENCY: Davis County (Utah). County Attorney

SERIES: 26179

TITLE: Victim of Crime Assistance grant files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public